

May 5, 1999

**INTERNAL HEALTH PHYSICS GROUP POLICY:**  
**Walk Down of Posted General Radiological Work Permits**

10 CFR 835.101(c) requires the content of Ames Laboratory's Radiological Protection Program (RPP) to be commensurate with the nature of the activities performed and to include formal plans and measures for applying the ALARA process to occupational exposure. Accordingly, Section 3.2.8 of the Ames Laboratory RPP states that the Radiological Work Permit (RWP) process, as described in section 322.4 of the Ames Laboratory Site-Specific Radiological Control Manual (AL SSRM), will be used to carry out activities that have the potential to exceed radiological trigger levels. Section 322.4 of the AL SSRM states that General RWPs may be used to control routine or repetitive activities, such as tours and inspections or minor work activities, in areas with well-characterized and stable radiological conditions. General RWPs should not be approved for periods of longer than one year.

In order to ensure that General RWPs do not expire while the work is still going on and to ensure that the personnel doing the work have read, understand and signed the RWP, all General RWPs shall be checked on a quarterly basis by Health Physics Group personnel. The checks shall be made by making a physical walk down each calendar quarter of all areas where the RWPs are posted and checking the documentation.

Records shall be maintained which indicate the person performing the walk down, the date of the walk down, verification that the RWP has not expired, and verification that the signatures on the RWP accurately reflect personnel who have or are currently doing work in the permitted area.

This is an internal Health Physics Group policy and is effective immediately.

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**Health Physicist**

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**Date**

May 7, 1999

To: Ken Ewing  
119 Spedding Hall

Drew Fullerton  
G48 TASF

From: Bruce W. Hokel  
G40A TASF

Subject: Internal Health Physics Policy on Walk Downs of General Radiological Work Permits

Please read the attached policy statement. This is in effect immediately. You should perform the initial walk down of the General RWP posted for activities in the HWH tunnels as soon as possible. When the walk down is complete, initiate a record log where entries can be made each calendar quarter.

Cc: Tom Wessels